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Announcing . . . THE FIFTH ANNUAL

ADMINISTRATIVE AND ORGANIZATIONAL
BEHAVIOR PROGRAMS FOR
PUBLIC ADMINISTRATORS

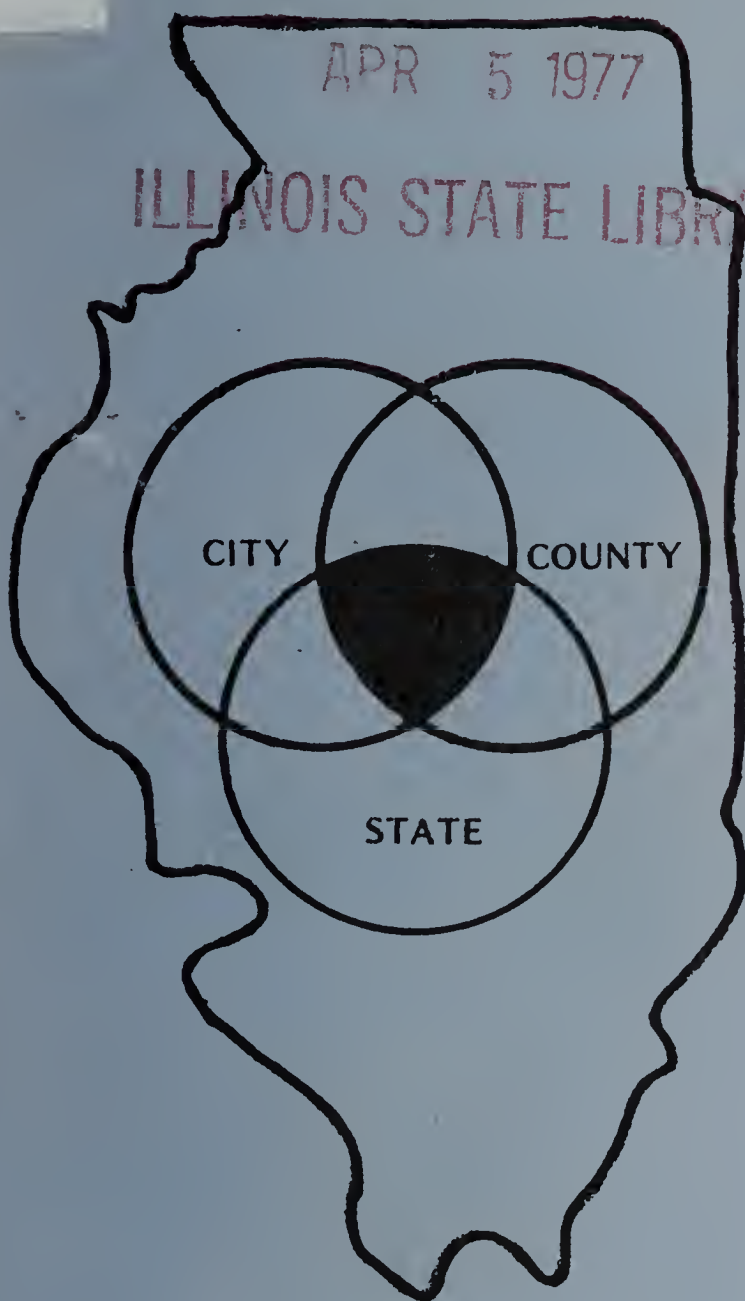
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Sponsored by:

Management & Organizational Development Division
Illinois State Department of Personnel

"The Intergovernmental Personnel Act is designed to improve the quality of American government at all levels, with particular emphasis on strengthening state and local governments....." (IPA, 1970)

Program Purposes

1. To afford an opportunity for Illinois state and local executives to be exposed to behavioral concepts in management and lay a foundation for further self-development.
2. Foster improved intergovernmental cooperation by increasing the mutual understanding of participants from state and local levels of government.
3. Enhance the development of working relationships among governmental officials and the faculties of various universities throughout the state through initial interactions in executive development seminars.

Program Information

1. The programs will be conducted by the Management & Organizational Development Division (State Department of Personnel). In addition, guest speakers will be invited from universities and/or other organizations.
2. Each of the 8 programs will be four and one-half days in length, with a maximum of 30 participants.
3. Program costs (including tuition) are partially funded under IPA. Participants pay only travel, personal expenses and \$89 for food and lodging at Allerton Park (based on two or more persons per room). Single rooms, when available, will cost an additional \$29.40 for the week.

(We cannot assume responsibility for any subsequent adjustment in charges.)

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Program Content and Information

Each of the programs will deal with selected aspects of individual, interpersonal, and small group behavior within governmental organizations, with particular emphasis upon ways in which the administrator might behave in his relationships with others so as to enhance organizational effectiveness.

Generally, the following areas will be covered in each program; however, the degree of emphasis upon each area and the addition or deletion of topics will be shaped in part by group interest.

- Interpersonal Relations
- Interpersonal Communications
- Value Systems and Assumptions About People
- Motivation
- Job Enrichment
- Leadership Styles
- Group Dynamics
- Transactional Analysis
- Team Building

Development of understanding in such areas will be accomplished largely through role playing, case analysis and group activities. Participants will be encouraged to raise those problems which they are encountering in their own organizations and which they deem relevant and appropriate.

For further information, please write or call:

Don O'Donnell
Department of Personnel
Management and Organizational
Development Division
5th Floor State Office Building
Springfield, Illinois 62706
217/782-4896 or 782-6442



PLACE

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MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT DIVISION
STATE DEPARTMENT OF PERSONNEL
5TH FLOOR STATE OFFICE BUILDING
SPRINGFIELD, ILLINOIS 62706

To insure enrollment return as soon as possible

NAME _____ ORGANIZATION _____

TITLE _____ IF STATE EMPLOYEE, INDICATE PAY GRADE _____

ADDRESS _____ TELEPHONE _____

Indicate AOB Program you would like to attend in order of priority.

First Choice Location _____ Dates _____

1st Alternative Location _____ Dates _____

2nd Alternative Location _____ Dates _____



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Dates and Locations of AOB Programs

<u>Conference No.</u>	<u>Dates</u>	<u>Location</u>	
1	JAN. 17-21/77	Allerton Park	Monticello
2	FEB. 14-18/77	Allerton Park	Monticello
3	MAR. 14-18/77	Allerton Park	Monticello
4	APR. 4-8/77	Allerton Park	Monticello
5	MAY 16-20/77	Allerton Park	Monticello
6	JUNE 6-10/77	Allerton Park	Monticello
7	SEPT. 19-23/77	Allerton Park	Monticello
8	NOV. 28-DEC 2/77	Allerton Park	Monticello

Please bear in mind that a registrant who fails to appear prevents someone else from attending. If you find you must cancel, kindly notify us promptly.

**Funded under the
Intergovernmental Personnel Act (IPA)**